Job Title: Fire Marshal

Department: Fire

Immediate

Supervisor: Deputy Fire Chief

Origination Date:	07/01/2001
Revision Date:	07/01/2008
Job Grade	611
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Directs, coordinates, and evaluates the personnel, programs, and overall operations of the Fire Prevention Division. Directs the preparation, submittal, and monitoring of the divisional budget. Sets goals and objectives, and develops policies and procedures. Responds to emergency incidents for the investigation of fires, hazardous materials incidents, and public information duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Manages operations and staff of the Fire Prevention Division by preparing performance plans, conducting employee evaluations, managing disciplinary processes, developing goals and objectives, directing training for employees, monitoring project work and progress, preparing reports, and reviewing work products and methods. Develops goals, objectives, policies, and procedures by administering and monitoring the budget, participating in strategic and operational planning, writing policies and procedures for programs, preparing and submitting reports, and operating computerized information systems.
2	M	Develops and implements fire codes and investigations by preparing fire code updates, interpreting and enforcing codes, monitoring state legislation, assigning and conducting code investigations, and reviewing plans and applications.
3	M	Manages the Fire Department's inspection and code enforcement programs by monitoring progress, evaluating alternative methods and materials, and conducting research in the application of fire and City codes.
4	L	Represents the Fire Department on national, state, and regional committees by developing code changes for submittal to related officials and councils, serving on Fire Code Committees, developing code language and determining the impact for the City.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience Certifications and Other Requirements	Minimum five years experience in a related field. Valid Driver's License, ICBO or NFPA Fire Inspector, IAAI or National Fire Academy Investigation Certification, Hazardous Materials Certification, International Fire Marshal's Association, Fire Prevention Specialist I & II Certification, Fire Fighter I & II or equivalent.
Reading	Work requires the ability to read and understand at a college level technical codes, standards, laws, regulations, blue prints, conceptual rendering, ordinances, communications of all nature and scientific reports including formulas, chemical reactions, fire growth potential and complex issues related to fire behavior and building construction.
Math	Work requires the ability to perform math calculations such as addition, subtraction, multiplication, division and algebra at a college level.
Writing	Work requires the ability to write code updates, policies, procedures, office correspondence, technical reports, proposals for budget, impact statements, press releases and educational development materials at a college level.
Managerial	Complex - Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Budget Responsibility	Moderate - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management
Policy/Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ☑ F □ C	Making presentations Observing work site Observing work duties Communicating with co-workers	Pushing/ Pulling	□ N □ R ☑ O □ F □ C	☒ File drawers☒ Equipment☐ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ☑ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R ⋈ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	☑ Supplies☐ Equipment☑ Files	Foot Controls	□ N □ R □ O ⋈ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	☑ Supplies☐ Equipment☑ Files	Balancing	□ N □ R ⋈ O □ F □ C	☑ On ladders☐ On equipment☑ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork☐ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public ∐ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⋈ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other	-	(Explain)	1	, -	,

Physical Demands (continue	d)								
Machines, Tools, Equipment	and Work	Aids:							
Telephone, fax machine, calculator, cop			rotective equ	ipment, measur	ring too	ls.			
			•	,					
	e.								
Computer Equipment and S									
Personal Computer, printer, Microsoft C	office, Naviline,	FireRMS.							
Environmental Factors:									
Environmental Condition	ns	Never	Seasonal	y Several T	imes	Several Ti	mes	Daily	
				Per Mo	nth	Per Wee	ek		
Extreme temperature (heat, cold, extreme temp. changes from the cold) (heat, cold)	om outsida		×						
work)	om outside								
Wetness and/or humidity			\boxtimes						
(bodily discomfort from moisture) Respiratory hazards									
(fumes, gases, chemicals, dust and di	rt)	\boxtimes							
Noise and vibration				X					
(sufficient to cause hearing loss) Physical hazards		+ -	_					_	
(high voltage, dangerous machinery,	aggressive			X					
prisoners, patients – <u>not customers</u>)									
Health and Safety Condition	c •								
Health and Safety Conditions	N = Never	R = Rarel	y O=	Occasionally	F =	Frequently	C =	Constantly	
	Never	Less than		or more of				2/3 or more of	
	occurs	hour per we	eek	the time			the time		
Mechanical hazards				☒☒					
Chemical hazards Electrical hazards									
Fire hazards						X			
Explosives		X							
Communicable diseases	X								
Physical danger or abuse	X								
Other (specify)									
Primary Work Location:									
⊠Office Environment									
☐ Warehouse									
☐ Shop									
☐ Vehicle									
Recreation Centers/Neighborhood	d Centers								
Outdoors									
☐ Other (Specify)									
	_		· · · · · · · · · · · · · · · · · · ·						
Protective Equipment Requi								1	
Protective clothing, footwear, eye wear,	hearing protect	ion, gloves, saf	ety vest, har	d hat.					

Job Demands

Overall Strength Demands:

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☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	×			
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have	reviewed	this	job	analysis	and	its	attachments	and	find	it to	be	an	accurate	description	of the
deman	ds of this	job.													

	Signature of Employee	Date		
Job Title of Supervisor	Signature of Supervisor	Date		
ob Title of Department Director	Signature of Department Director	Date		
ents:				

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.